# Cataloger's Learning Workshop Order Form

**HOW TO ORDER**
1. Complete the 5 easy steps on both pages of this order form. (We need complete information in each step.)
2. Send CDS your payment--See Step 5, next page.

**STEP 1: Which Cataloger's Learning Workshop materials do you want to purchase?**
        **Check as many as you need.**

- ☐ Advanced Serials Cataloging Workshop
- ☐ Basic Creation of Name and Title Authorities
- ☐ Basic Serials Cataloging Workshop
- ☐ Basic Subject Cataloging Using LCSH
- ☐ Digital ProjectPlanning and Management Basics
- ☐ Electronic Serials Cataloging Workshop
- ☐ Fundamentals of Library of Congress Classification

- ☐ Fundamentals of Series Authorities
- ☐ Integrating Resources Cataloging Workshop
- ☐ Metadata and Digital Library Development
- ☐ Metadata Standards and Applications
- ☐ Principles of Controlled Vocabulary and Thesarus Design
- ☐ Rules and Tools for Cataloging
- ☐ Internet Resources
- ☐ Serials Holdings Workshop

**STEP 2: Determine the cost of the materials you are purchasing.**
        **Check as many as you need.**

**Purchase & Delivery Details**

Upon purchase, CDS will e-mail you the PDF course files. Your cost is determined by the number of copies you expect to produce (see price schedule below). You are responsible for replication, binders, and package assembly.

**Price Schedule for Replicating Copies\***

- ☐ for replication of 1-4 copies $ 70
- ☐ for replication of 5-10 copies $ 100
- ☐ for replication of 11-30 copies $ 200
- ☐ for replication of 31- 50 copies $ 300
- ☐ for replication of 51-100 copies $ 600
- ☐ for replication of 101+ copies $1,00

\* Fees support the cost-recovery publication and distribution of these course materials

**STEP 3: Total Amount of My Order: $_____**

Avoid delays--Establish a deposit account and place a standing order to ensure that you receive future issues/updates of CDS products. They will be sent automatically, on time, every time, until you cancel.

## STEP 4: Complete All Payment Information Below

**CDS Customer Account Number** _____ Customer Purchase Order Number _____

Name _____

Address _____

_____

_____

_____

Signature _____ Date _____

(All orders must be signed)

Phone ( _____ ) _____

Fax ( _____ ) _____

E-mail _____

☐ Bill to my account

Check to "Chief, CDS, Library of Congress" enclosed

(All checks must be drawn on U.S. bank.)

Credit Card, charge to:

☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

Credit card no. _____ Exp. date _____

Signature _____

## STEP 5: Send Your Payment to CDS

### A) Quickest Way to Order

Fastest way to order: email your order to [clw email address] and attach this 2-page order form as a pdf document
You may also order by telephone, fax, or mail.

### B) Four Convenient Ways to Pay (Prepayment is required)

1. Charge your VISA, MasterCard, American Express, or Discover credit card.
2. Charge your current CDS deposit account.
3. Send payment with order: check drawn on a U.S. bank (branch located in the U.S.), money order, international money order, or UNESCO coupons, made payable to "Chief, CDS, Library of Congress.
4. Electronic funds transfer (EFT). See www.loc.gov/cds/eft.html for EFT instructions.

**Customer service hours: 8 a.m to 4:30 p.m. (U.S. Eastern Standard Time), Monday - Friday, except holidays**

LIBRARY OF CONGRESS Telephone: 1-800-255-3666 (Toll-free, U.S. only) Fax: 202-707-1334
Cataloging Distribution Service or 202-707-6100 E-mail: cdsinfo@loc.gov
Customer Services Section FED ID #: 536002532 Web: www.loc.gov/cds
1010 Independence Avenue, SE
Washington, DC 20541-4912 USA

**THANK YOU FOR YOUR ORDER!**

# FAX   Cataloger's Learning Workshop Order   FAX

**Date** _____

FAX TO: +1 202 707 1334

**Library of Congress**          **PAGES:** _____
**Cataloging Distribution Service**      (including cover sheet)
**Washington, DC 20540-4912 USA**
Phone: +1 202 707 6100
Email: clworder@loc.gov


FROM: _____

_____

_____

_____

_____

NAME: _____

PHONE: _____

FAX: _____

**COMMENTS**